

**Wethersfield Library Board
Minutes of July 27, 2010**

Members present: Ralph Horowitz, Clare Meade, Jenny Miglus, Brad Milvae, Laura Nash, Dan Silver, David Troy

Others: Laurel Goodgion, Library Director; Martha Mayer, Friends Chairman; David Drake, Town Council Liaison;

Excused: Tim Tuell, Kim Bobin

CALL TO ORDER: Clare Meade called the meeting to order at 7:02

PUBLIC COMMENT: None

ADDITIONS TO THE AGENDA: None

FRIENDS OF THE LIBRARY:

- The Friends are preparing for their annual membership renewal campaign.
- Their annual meeting will be October 12 at 7:00 p.m. The speaker will be author Matthew Dix. Mr. Dix's second book is coming out at the end of July. He has been teacher of the year in West Hartford, and is a Newington resident.

7:05 Dan Silver arrived.

- The Friends will have recruiting materials at the Cornfest in addition to their usual book sale.
- The Book Nook continues to yield steady income.

COUNCIL LIAISON: The town finance committee will be requesting a meeting with the library director soon. They will want to talk about the library's priorities for next year's budget and get a sense of fixed costs such as salaries.

LIBRARY BOARD CHAIRMAN:

- The executive committee met with Laurel and discussed communications, the form information should take and the level of detail.

APPROVAL OF MINUTES OF JUNE 22

- **It was moved, seconded and carried to approve the minutes of June 22 as presented.**

LIBRARY DIRECTOR'S REPORT

- FY 2010 has ended and the budget is 99% spent. 20 new computers are being installed; renewal subscriptions for magazines have been placed; a larger projection screen for the community room has been installed and a flat screen TV/electronic bulletin board is on order.

7:15 David Troy arrived.

- Dan Silver asked for clarification of the financial relationship between the library board and the town council. There was discussion of the procedure for budget transfers. There was also discussion of what should happen to potential unspent funds at the end of a fiscal year.
- Laurel presented the report for the current budget. Large up-front expenses are for the library's consortium membership and renewal of the leases on the two photocopiers.
- Laurel clarified the purpose of the Action Fund for new board members.

- Laurel passed out a graph showing items loaned for the last 5 years. Just under 364,000 items were loaned in fiscal year 2010.
- David Drake asked for an explanation of the \$8,600 that the Library Board put towards the RFID system from the Action Fund.
- Laurel passed out a collection turnover report for FY '10. This report shows the average number of times items are used per year. Items are grouped by patron age group and format. This index shows the relevance of a library's collection to the user population. Wethersfield Public Library has a Total Circulating Collection index of almost 3 (2.99). This is a strong number. Through strategic weeding and collection development, Laurel would ultimately like this number to approach 4.
- Laurel pointed out that the end of year statistical report for FY'10 contained comparisons with FY'09, when the library was open 11 months rather than 12 due to the renovation.
- Goals for the library director: Laurel passed out copies of her goals for next year. Her overall goal will be to strengthen the organization. Her specific goals are tied to the 5 library functions outlined in the library budget. She will discuss progress on these goals in her report to the board each month. David Drake mentioned that the town energy committee is working on an energy plan for the town. He suggested including a 'green' energy goal.

POLICIES

- **Internet Access Policy:** It was moved, seconded and carried to approve this policy as presented.
- **Proctoring Policy:** It was moved, seconded and carried to approve this policy as presented.

COMMITTEE REPORTS

- **Outreach Committee:** No report
- **Finance Committee:**
 - The finance committee has changed the investment model for the endowment account to a more moderate approach. This change did not incur any additional fees.
 - There was discussion of Ms. Jane Sjoman's bequest. This will be discussed further at the next finance committee meeting.

At 8:07 it was moved, seconded and carried to adjourn the meeting.
Next month's meeting will be on August 24, at 7:00 p.m.

Respectfully submitted 8/8/10,

